



*A Golden Past.  
A Shining Future.*

## Finance Committee Meeting Minutes

Glynn County Board of Commissioners

8:30 am, Tuesday, June 12, 2012

Third Floor Conference Room

W. Harold Pate Courthouse Annex Building

Brunswick, Georgia

### Present:

**Committee Members:** *T. Sublett, M. Hunt, C. Taylor*

**Other Commissioners:**

**Staff:** *J. Breitenbach, C. Carter, T. Columbus, R. Coolidge, W. Davis, D. Deloach, M. Doering, D. Hainley, R. Marat, B. Mauney, D. O'Neal, P. McNicoll, A. Ours, O. Reed, B. Rowell, S. Santee, A. Sapp, W. Worley*

**Press:**

**Others:** *Joe, Combs, Tomee Sellars, Robert Ussery*

**To view an item's support documentation, click on its [Link](#).**

- 1) Consider approval of the May 8, 2012 Finance Committee Minutes. (P. McNicoll)

Commissioner Hunt had not yet arrived at the meeting. The following motion made by Commissioner Taylor and seconded by Commissioner Sublett passed unanimously.

**Recommend approval of the May 8, 2012 Finance Committee Minutes. (Vote: 2-0) 4 pages [LINK](#)**

- 2) Receive the monthly Workers Compensation Report. (R. Coolidge)

Mr. Rick Coolidge, HR Generalist, presented this item and stated that there were 17 incidents during the month of May, three of which required medical attention. He stated that there were no loss time injuries during the month. Mr. Coolidge stated that the budget was tight but this program should come in within budget for the year.

**No Action was taken on this item. 7 pages [LINK](#)**

- 3) Receive the monthly EMS Collection report. (A. Thomas)

Fire Chief Al Thomas presented this item and stated that this was the first report on the ambulance billing collection agency. The County Emergency Medical Services answers approximately 850 – 900 calls per month. They have turned 1,613 delinquent bills totaling \$518,102.87 over to Security Collections Agency since March 2012 and \$3,094.76 has been collected since that time.

Commissioner Hunt arrived during this presentation.

**No Action was taken on this item. 1 page [LINK](#)**

- 4) Recommend that the Board of Commissioners approve the amendment to the Glynn County Fund Balance Policy, effective immediately. (P. McNicoll)

Ms. Phyllis McNicoll, Finance Director, presented this item and stated that several commissioners had indicated recently that the Fund Balance Policy should be amended so that the Committed Fund Balance would be sufficient to cover six

months of operating expenditures. The policy as presented accomplishes that request. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

**Recommend that the Board of Commissioners approve the amendment to the Glynn County Fund Balance Policy, effective immediately. (Vote: 3-0) 2 pages [LINK](#)**

**Tax Commissioner Items**

- 5) Consider recommending that the Board of Commissioners approve or deny a request from Ms. Lora B. Elkins that \$288.50 paid in penalties and interest on her 2011 property taxes be refunded. (F. Dees)

The following motion made by Commissioner Taylor and seconded by Commissioner Hunt passed unanimously.

**Recommend that the Board of Commissioners deny a request from Ms. Lora B. Elkins that \$288.50 paid in penalties and interest on her 2011 property taxes be refunded. (Vote: 3-0) 11 pages [LINK](#)**

- 6) Consider recommending that the Board of Commissioners approve or deny a request from Mr. and Mrs. Roger Budd that \$1,114.86 paid in interest and penalties on their 2010 and 2011 property taxes be refunded. (F. Dees)

Commissioner Hunt informed the Committee that when property is bought on the Courthouse steps, the purchaser incurs all debts on the property. The buyer is responsible for all liens on the property. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

**Recommend that the Board of Commissioners deny a request from Mr. and Mrs. Roger Budd that \$1,114.86 paid in interest and penalties on their 2010 and 2011 property taxes be refunded. (Vote: 3-0) 13 pages [LINK](#)**

- 7) Consider recommending that the Board of Commissioners approve or deny a request from Ms. Jennifer Edwards that \$41.57 paid in penalties and interest on her 2011 property taxes be refunded. (F. Dees)

The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

**Recommend that the Board of Commissioners deny a request from Ms. Jennifer Edwards that \$41.57 paid in penalties and interest on her 2011 property taxes be refunded. (Vote: 3-0) 13 pages [LINK](#)**

**Property Appraisal Items**

- 8) Consider recommending that the Board of Commissioners approve the corrections to the digest as recommended by the Board of Assessors and the Chief Appraiser at their Tuesday, May 15, 2012 meeting with clarification that this does not approve a tax refund. (R. Glisson)

Mr. Cary Carter, Deputy Chief Appraiser, presented this item and stated that the appraiser identified and appraised this property as a 1.5 floor house and it was actually only a one story house. Mr. Carter stated that the square footage was reduced from 3,470 to 2,401 square feet. Commissioner questioned this because the Board of Assessors action stated that the incorrect square footage was 3,649 instead of 3,470. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

**Motion to defer this item to the next Finance Committee meeting. (Vote: 3-0) 2 pages [LINK](#)**

**Water and Sewer Variances**

- 9) Consider recommending that the Board of Commissioners approve application WSV2392, 243 Parker Road for a water and sewer variance under §606.1 of the Glynn County Subdivision Regulations for a two-lot subdivision. Parcel ID 03-07077. Wendell Overcash, agent for Charles Beverly, owner. (I. Scheff)

Mr. David Hainley, Community Development Director, stated that staff and the Capital Improvements Coordinating Committee (CICC) recommended approval of the variance. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

**Recommend that the Board of Commissioners approve application WSV2392, 243 Parker Road for a water and sewer variance under §606.1 of the Glynn County Subdivision Regulations for a two-lot subdivision. Parcel ID 03-07077. Wendell Overcash, agent for Charles Beverly, owner. (Vote: 3-0) 4 pages [LINK](#)**

**Contracts and Agreements**

- 10) Consider recommending that the Board of Commissioners adopt the proposed FY 2012-13 amendment to the agreement between Glynn County and the Brunswick-Golden Isles Chamber of Commerce, Inc., d/b/a Golden Isles Convention & Visitors Bureau as presented by staff. (P. McNicoll)

Ms. Phyllis McNicoll, Finance Director, stated that the County entered into an agreement with the Visitors Bureau in July, 2006 and amended the agreement for the next five fiscal years. She requested that the agreement be amended for fiscal year 2013. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

**Recommend that the Board of Commissioners adopt the proposed FY 2012-13 amendment to the agreement between Glynn County and the Brunswick-Golden Isles Chamber of Commerce, Inc., d/b/a Golden Isles Convention & Visitors Bureau as presented by staff. (Vote: 3-0) 3 pages [LINK](#)**

- 11) Consider recommending that the Board of Commissioners approve and execute the Fiscal Year 2012-13 contract with the Brunswick Judicial Circuit Public Defender. (Phyllis McNicoll)

Ms. Phyllis McNicoll, Finance Director, stated that the Public Defender contract is approved by the Board of Commissioners each fiscal year. The amount budgeted for the Public Defender appropriation was \$12,051 less than the contract amount due to State of Georgia increases in the employer contributions for health insurance and pension. The contract needed to be approved before the beginning of the fiscal year but the budget could be amended in August. The following motion made by Commissioner Taylor and seconded by Commissioner Hunt passed unanimously.

**Recommend that the Board of Commissioners approve and execute the Fiscal Year 2012-13 contract with the Brunswick Judicial Circuit Public Defender. (Vote: 3-0) 21 pages [LINK](#)**

- 12) Consider recommending that the Board of Commissioners approve and authorize the Chairman to sign the Anticipated Collections Addendum to the SAVE program Memorandum of Agreement with the Department of Homeland Security. (P. McNicoll)

Ms. Phyllis McNicoll, Finance Director, stated that the SAVE program is mandated by state law and the Addendum must be approved in order for the County to participate in the program. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

**Recommend that the Board of Commissioners approve and authorize the Chairman to sign the Anticipated Collections Addendum to the SAVE program Memorandum of Agreement with the Department of Homeland Security. (Vote: 3-0) 3 pages [LINK](#)**

**Bids, Request for Procurement, and Procurement Contracts**

- 13) Consider recommending that the Board of Commissioners continue the cost-per-copy program and exercise its right to extend the current copier contract with Herrin Document Systems for an additional year, effective July 1, 2013, at a cost of 1.1¢ per copy with funding to be provided by each user department's operating budget. (P. McNicoll)

Ms. Phyllis McNicoll, Finance Director, stated that the County's second option year of the Copier Services contract will expire on June 30, 2012. The contract provides for four one-year extensions and the cost per copy for the third option year remains the same at 1.1 cents per copy. The following motion made by Commissioner Taylor and seconded by Commissioner Hunt passed unanimously.

**Recommend that the Board of Commissioners continue the cost-per-copy program and exercise its right to extend the current copier contract with Herrin Document Systems for an additional year, effective July 1, 2013, at a cost of 1.1¢ per copy with funding to be provided by each user department's operating budget. (Vote: 3-0) 1 page [LINK](#)**

- 14) Consider recommending that the Board of Commissioners approve the extension of the Contract for Services with Emergency Communications Network to provide for the communication of essential information to ensure the safety and preparedness of citizens during threatening situations with funding to be provided by the E911 fund Fiscal Year 2012-13 budget. (D. O'Neal)

Mr. David O'Neal, E-911 Director, presented this item and stated that the contract is budgeted in the E-911 Fund. The request was for an extension of the contract. Mr. O'Neal stated that the unused minutes roll over from one year to the next. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

**Recommend that the Board of Commissioners approve the extension of the Contract for Services with Emergency Communications Network to provide for the communication of essential information to ensure the safety and preparedness of citizens during threatening situations with funding to be provided by the E911 fund Fiscal Year 2012-13 budget. (Vote: 3-0) 2 pages [LINK](#)**

- 15) Consider recommending that the Board of Commissioners authorize staff to solicit bids for the Public Safety Building Air & Water Infiltration Upgrade at an estimated cost of \$504,635 with funding to be provided by General Fund fund balance. (B. Mauney)

Mr. Ben Mauney, Facilities Supervisor, presented this item and requested for authorization to solicit bids for the Public Safety Building repairs to the roof, walls and site conditions to keep water off of the building. He stated that they were considering a metal roof. Commissioner Hunt questioned the maximum wind speed for the metal roof and Mr. Joe Combs, Ussery Rule Architects, stated that it would meet or exceed 120 mph, which is the same for the building. Mr. Robert Ussery, Ussery Rule Architects, stated that the issue with the building is that the code had changed since the building was built. He stated that the existing structure would very likely meet current code and that it is a well built with a structural design that is very good. He stated that the roof structure is good but the shingles would not take a major storm. He stated that the County has done work in the past to protect the windows. Mr. Ussery stated that the big issue with the building is the leaks. He stated that the building will not collapse in a storm but the shingles will blow off. The metal roof will have a 20 year manufacturer's warranty. Mr. Ussery stated that the current code is 120 mph. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

**Recommend that the Board of Commissioners authorize staff to solicit bids for the Public Safety Building Air & Water Infiltration Upgrade at an estimated cost of \$504,635 with funding to be provided by General Fund fund balance. (Vote: 3-0) 1 page [LINK](#)**

- 16) Consider recommending that the Board of Commissioners authorize staff to solicit bids for engineering services for a drainage basin study for the area which lies between Cypress Mill Road on the south, Georgia Highway 99 on the north, the Altamaha Canal on the west, and U.S. Highway 17 on the east with funding from SPLOST 4. (B. Rowell)

Ms. Becky Rowell, Assistant County Administrator/Public Works Director, presented this item and stated that Public Works would be able to do more efficient planing as a result of the study. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

**Recommend that the Board of Commissioners authorize staff to solicit bids for engineering services for a drainage basin study for the area which lies between Cypress Mill Road on the south, Georgia Highway 99 on the north, the Altamaha Canal on the west, and U.S. Highway 17 on the east with funding from SPLOST 4. (Vote: 3-0) 2 pages [LINK](#)**

- 17) Consider recommending that the Board of Commissioners authorize staff to solicit bids for replacement of storm water lines in the Breckenridge Subdivision and along Ocean Boulevard between Arnold Road and East Beach Causeway with funding from SPLOST 4. (B. Rowell)

Ms. Becky Rowell presented this item and stated that the infrastructure in this area is failing. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

**Recommend that the Board of Commissioners authorize staff to solicit bids for replacement of storm water lines in the Breckenridge Subdivision and along Ocean Boulevard between Arnold Road and East Beach Causeway with funding from SPLOST 4. (Vote: 3-0) 2 pages [LINK](#)**

- 18) Consider recommending that the Board of Commissioners approve:
- a. the revised list of roads for repair/resurfacing as submitted in priority order,
  - b. the construction of a turn lane at the intersection of Altama Connector and Scranton Connector,
  - c. the restriping of the proposed roads,
- and authorize staff to solicit bids for this work with funding for road resurfacing and the turn lane at the intersection of Altama Connector and Scranton Connector from SPLOST 4 funds and funding for the restriping from the Public Works Department FY 12 operating budget in the amount of \$20,000. (B. Rowell)

Ms. Becky Rowell stated that the list of roads for resurfacing that was previously submitted to the Board needs to be amended to remove a section of Sea Island Causeway as it is owned by Sea Island Company. She also asked to add a portion of Frederica Road and a portion of Harry Driggers Blvd. to the list due to the condition of those roads. These changes would increase the project cost by approximately \$100 thousand. She also requested to add a turn lane at the intersection of Altama connector and Scranton Connector intersection at the request of Commissioner Hunt which is estimated to cost \$20 thousand. Ms. Rowell also requested to include additional striping on Altama Connector and Scranton Connector at a cost of \$20 thousand. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

**Recommend that the Board of Commissioners approve:**

- a) the revised list of roads for repair/resurfacing as submitted in priority order,
- b) the construction of a turn lane at the intersection of Altama Connector and Scranton Connector,
- c) the restriping of the proposed roads,

**and authorize staff to solicit bids for this work with funding for road resurfacing and the turn lane at the intersection of Altama Connector and Scranton Connector from SPLOST 4 funds and funding for the restriping from the Public Works Department FY 12 operating budget in the amount of \$20,000. (Vote: 3-0) 9 pages [LINK](#)**

- 19) Consider recommending that the Board of Commissioners award the contract for the ADA compliance survey and remediation design on County facilities to LCM Architects at a rate of \$122 per hour plus a \$50,000 allowance for geotechnical testing with funding from the General Fund fund balance. (B. Rowell) 2 pages [LINK](#)

Ms. Becky Rowell presented this item and stated that LCM Architects specialize in ADA architecture. She stated that they will first perform a survey which is expected to cost approximately \$175-200 thousand. Design will be done after the survey is submitted. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

**Recommend that the Board of Commissioners award the contract for the ADA compliance survey and remediation design on County facilities to LCM Architects at a rate of \$122 per hour plus a \$50,000 allowance for geotechnical testing with funding from the General Fund fund balance. (Vote: 3-0)**

20) Consider recommending that the Board of Commissioners award the bid for Mosquito Control Chemicals to the companies offering the lowest price per chemical as provided for on the attachment. (B. Rowell)

Ms. Becky Rowell introduced the new Mosquito Control Division Manager, Tom Columbus. She stated that this was the annual bid for Public Works chemicals. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

**Recommend that the Board of Commissioners award the bid for Mosquito Control Chemicals to the companies offering the lowest price per chemical as provided for on the attachment. (Vote: 3-0) 2 pages [LINK](#)**

21) Consider recommending that the Board of Commissioners award the bid for the Blythe Island Regional Park ADA Compliance Remodel to the lowest responsive and responsible bidder, Southern Contractors of Glynn, Inc., in the amount of \$202,980 with funding in the amount of \$163,000 provided by SPLOST 4 & 5, and \$39,980 from the General Fund fund balance. (D. Deloach)

Mr. David Deloach, Engineering Supervisor, presented this item and stated that the County received five bids for this project. The lowest bid exceeded the SPLOST 4 and 5 budgets and he requested that the balance come from the General Fund fund balance. The following motion made by Commissioner Taylor and seconded by Commissioner Hunt passed unanimously.

**Recommend that the Board of Commissioners award the bid for the Blythe Island Regional Park ADA Compliance Remodel to the lowest responsive and responsible bidder, Southern Contractors of Glynn, Inc., in the amount of \$202,980 with funding in the amount of \$163,000 provided by SPLOST 4 & 5, and \$39,980 from the General Fund fund balance. (Vote: 3-0) 2 pages [LINK](#)**

22) Consider recommending that the Board of Commissioners award the bid for the purchase of two new 1250 gpm pumpers to the lowest responsive and responsible bidder, Ten-8 Fire and Safety, in the total amount of \$786,470 with funding to be provided by SPLOST 5. (A. Thomas)

Fire Chief Al Thomas presented this item and stated that the pumpers that will be replaced are 23 years old. He stated that the bids came in at the estimated amount. The following motion made by Commissioner Taylor and seconded by Commissioner Hunt passed unanimously.

**Recommend that the Board of Commissioners award the bid for the purchase of two new 1250 gpm pumpers to the lowest responsive and responsible bidder, Ten-8 Fire and Safety, in the total amount of \$786,470 with funding to be provided by SPLOST 5. (Vote: 3-0) 2 pages [LINK](#)**

23) Consider recommending that the Board of Commissioners award the bid to TRH Construction from Brunswick, GA in the amount of \$214,870 for the construction of a bathroom facility at North Glynn Park with funding to be provided by SPLOST #4, North Glynn Park. (W. Davis)

Mr. Wesley Davis, Recreation Director, presented this item and stated that the County received seven bids for this project. The low bid was higher than anticipated but it included a \$35 thousand water and sewer fee that he was unaware of. The following motion made by Commissioner Taylor and seconded by Commissioner Hunt passed unanimously.

**Recommend that the Board of Commissioners award the bid to TRH Construction from Brunswick, GA in the amount of \$214,870 for the construction of a bathroom facility at North Glynn Park with funding to be provided by SPLOST #4, North Glynn Park. (Vote: 3-0) 2 pages [LINK](#)**

24) Consider recommending that the Board of Commissioners approve the issuance of a Purchase Order in the amount of \$86,384.00 to Hasty's Communications East, sole provider of the equipment and services, for the replacement of 4 leased high speed communications circuits with microwave antennas and authorize staff to obtain quotes not to exceed \$10,000, for the tower retrofit with funding to be provided by SPLOST 5 Communications. (D. West)

Mr. David West, IT Network Engineer, presented this item and stated that the implementation of this plan will cost \$100 thousand but will save \$44,817 per year. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

**Recommend that the Board of Commissioners approve the issuance of a Purchase Order in the amount of \$86,384.00 to Hasty's Communications East, sole provider of the equipment and services, for the replacement of 4 leased high speed communications circuits with microwave antennas and authorize staff to obtain quotes not to exceed \$10,000, for the tower retrofit with funding to be provided by SPLOST 5 Communications. (Vote: 3-0) 14 pages [LINK](#)**

25) Consider recommending that the Board of Commissioners approve the Georgia Power Pole Attachment License Agreement for Fiber Optic Attachments. (D. West)

Mr. David West, IT Network Engineer, stated that the County Attorney has been working with Georgia Power on this license agreement for several months and it will allow Glynn County to extend fiber to remote County buildings. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

**Recommend that the Board of Commissioners approve the Georgia Power Pole Attachment License Agreement for Fiber Optic Attachments. (Vote: 3-0) 16 pages [LINK](#)**

26) Request that Chairman Sublett identify the Finance Committee items which should be included as consent items in the Commission's Meeting Agenda.

- a) Items 4-7, 9-14, 16-18, and 24-25 will be placed on the Board of Commissioners' Consent Agenda.
- b) Items 15 and 19-23 will be placed on the Board of Commissioners' Regular Agenda.
- c) Items 1-3 and 8 will not be forwarded to the Board of Commissioners' Agenda. Item #8 was deferred to the next Finance Committee meeting.